



Habitat for Humanity Calgary Worker Rules

- **All workers must be present for each day's Safety Talk.** If you are late arriving, please check in with a Habitat staff member to update yourself on the day's safety concerns.
 - *We strive to respect your time while you are here; we appreciate your efforts to be respectful of others' time by being punctual.*
- **Please be respectful of others at all times.** Verbal abuse, inappropriate speech and inappropriate behaviour will not be tolerated.
 - *We have a **zero tolerance policy regarding verbal, physical, and sexual harassment.** Please contact a Habitat staff member or the Volunteer Manager if you have any questions or concerns. Inappropriate behaviour may result in your being asked to leave.*
- **Fighting, horseplay and practical jokes may pose unintended and dangerous consequences.**
 - *Please refrain from such actions.*
- **Theft and Vandalism are illegal. Please remember that we are a Not-for-Profit Family Charity. We hope that is enough of a reason its own to prevent such actions.**
 - *We need what we have and what we have has come from generous donations from hard-working people just like you!*
- **The use or possession of alcohol or illicit drugs on Habitat for Humanity property is strictly prohibited.**
- **Smoking is prohibited on Habitat for Humanity property except in designated areas.**

If you have questions or concerns, please speak with a Habitat Calgary staff member or call the Volunteer Coordinator at (403) 253-5993, extension 225. Modified Jan. 7, 2011